

## STATEMENT OF REQUEST TO PROCESS

**I \_\_\_\_\_ cannot locate receipts for the amount of**  
**Name of Employee**

\$\_\_\_\_\_. Please process for total payment of \$\_\_\_\_\_

Amount of Lost Receipts	Total Amount Of Voucher
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**Justification/Explanation of Reimbursement:**\_\_\_\_\_

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**Supervisor Signature**

Date \_\_\_\_\_

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**Employee Signature**

Date \_\_\_\_\_

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